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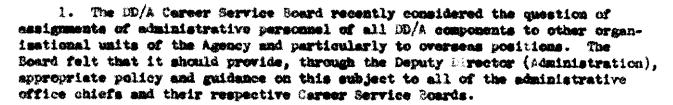
MEMORANDUM FCR: Director of Security Chief of temistics

Acting Comptroller

Acting Personnel Director Chief, Medical Staff Chief, General Services

SUBJECT

: Assignments of Administrative Personnel



2. The recommendation of the DD/A Career Service Board on this subject is as follows:

"In order for the heads of all administrative components of CIA to fulfill their responsibilities to provide administrative personnel of all types to all organisational units of the Agency, particularly overseas, It is necessary that administrative personnel accept assignments wherever the needs of CI: indicate and when so requested. There is particular meed in this respect in connection with overseas assignments. Not only will this concept assist in the fulfilling of the responsibilities of the heads of administrative components, but it will also enable the individuals concerned to round out their careers and afford them maximum career advancement opportunities. The Board further recommended that only in the most exceptional cases should the condition relating to evailability for service where needed be waived for new personnel entering on duty.

3. I have approved this recommendation of the DD/A Cereer Service Source and it is being furnished to you at this time for the purpose of affording policy guidance to your respective Career Service Boards. I realize that there may be some exceptional circumstances applying to certain organizational units of your components. Therefore, I should like to have your comments and recomsendations in the event there are such specific situations. In particular ? would like recommendations with respect to requiring acceptance of this principle by all new employees and in what situations, if any, should waivers be granted to new employees.

Document Ka.

General Counsel

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(Administration)

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Acting Deputy Director

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